

## APPLICATION FOR ENROLMENT

### Personal Details

Given Names	
Family Name	
Date of Birth	Note you must be 18 years or older to apply
Country of Birth	
Nationality*	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/Intersex/Unspecified

### Note

*If you are not an Australian citizen or permanent resident visa holder, please contact the organisation administration to discuss your needs.*

### Contact Details

Email address	
State	
Address: Street number and name Suburb Postcode	
Contact Phone Numbers Mobile: Work:	
Preferred method of contact:	



### Unique Student identifier

All students studying nationally recognised training in Australia are required to have a Unique Student Identifier

Please Enter Your USI																		
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If you do not have a USI, you can apply at [www.usi.gov.au](http://www.usi.gov.au). If you need help in applying for a USI then please speak with Student Administration.

### Referral Source

<input type="checkbox"/> Internet	<input type="checkbox"/> Network Source	<input type="checkbox"/> Already/previously enrolled in another unit
<input type="checkbox"/> Recommended by past student	<input type="checkbox"/> A frame sign on footpath	<input type="checkbox"/> Agent
<input type="checkbox"/> Social Media	<input type="checkbox"/> High School	<input type="checkbox"/> Other referral

### Qualification You Want to Enrol in With Us

Qualification Code	Qualification title	Preferred Start Date
<insert qualification code>	<insert qualification Title>	<insert planned start date if known>

### Short Course You Want To Enrol

Course Name	Unit Code and Title	Planned Start Date
<insert course name if applicable>	<insert qualification Code and Title>	<insert planned start date if known>



### Recognition of Prior Learning (RPL) and Credit Transfer (CT)

You may already have skills and knowledge in the areas covered by the course in which you are applying to enroll. These may be the result of past study and/or work experience and under certain circumstances can be given credit that may allow entry into a qualification and/or reduce the time required to achieve the qualification. For further information:

<https://www.asqa.gov.au/students/choosing-course-and-provider/credit-transfer-and-recognition-prior-learning-rpl> or contact the ORGANISATION

I wish to apply for RPL	<input type="checkbox"/> Yes <input type="checkbox"/> No
I wish to apply for Credit Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answer yes, the Organisation will contact you to collect further details.

### Equipment Usage

If offered a place in the course:

Whose plant/equipment do you want to use for the training?	<input type="checkbox"/> OnRoad <input type="checkbox"/> OffRoad	<input type="checkbox"/> Your own
Where do you want the training to happen?	<input type="checkbox"/> OnRoad <input type="checkbox"/> OffRoad	<input type="checkbox"/> Your own
Where do you want the assessment to happen?	<input type="checkbox"/> OnRoad <input type="checkbox"/> OffRoad	<input type="checkbox"/> Your own

### Learning Materials

All required materials will be supplied by the ORGANISATION unless otherwise stated in the course information or letter of offer.

### Further Information

The organisation needs to collect certain details to ensure that you are provided with appropriate information during the enrolment process and to meet the organisation’s legislative reporting requirements.

### Motivation for applying

Please indicate your reasons for wanting to undertake this program (tick all that apply)

<input type="checkbox"/> To get a job	<input type="checkbox"/> I want to gain extra skills for my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To start my own business	<input type="checkbox"/> Personal interest or self-development
<input type="checkbox"/> To try a different career	<input type="checkbox"/> To gain skills for community or voluntary works
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> Other reasons – please specify
<input type="checkbox"/> It is a requirement of my job	

**Disability, impairment or long-term condition that may affect your participation**

Do you consider yourself to have a disability, impairment or long-term condition that may affect your participation in the course?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please select the area(s) of disability, impairment, or long-term condition	
<input type="checkbox"/> Hearing / Deafness	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other:
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Not Specified

**Language/Cultural Diversity**

**First Language**

Do you speak a language other than English at home?

- No  Yes
- Other – Please Specify \_\_\_\_\_

**How well do you speak English?**

- Very Well
- Well
- Not Well
- Not at All

Are you of Aboriginal or Torres Strait Islander origin?



(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

### English Language Proficiency

Each of our courses requires a student to have a certain level of ability in English language, literacy, and numeracy (LLN) if they are to succeed.

The ORGANISATION has developed the following checklist to see if you are ready to start your course. This checklist may identify any English language, literacy, and numeracy (LLN) needs you may have.

**Please complete the following suitability checklist:**

**Rate yourself on the following tasks:** Answer: **Yes** (I can do this myself) or **No** (I need help to do this)

Tasks	Yes/No
I can:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Read the time on a clock (analogue and digital)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Add up prices of things in my head	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work out how much change I should give (without help)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look up a phone number in a telephone book or on the internet	<input type="checkbox"/> Yes <input type="checkbox"/> No
Take a phone message and write it down accurately	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fill in a form (e.g. a timesheet for work)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Follow spoken instructions for a task	<input type="checkbox"/> Yes <input type="checkbox"/> No

The ORGANISATION will review your answers to this checklist and if needed arrange further assessments. We will then let you know if there are any gaps in your LLN skills and determine if you require additional assistance to successfully complete your training course. This assistance will be provided by our trainers, other training providers or LLN specialists. Students are



encouraged to discuss any LLN concerns with the Administration Officer or their Trainer prior to enrolment.

Do you believe that you may require language, literacy and/or numeracy support to complete your studies at the ORGANISATION?  Yes  No

Please note that the ORGANISATION may require you to undertake a Language Literacy and Numeracy (LLN) test prior to your enrolment application being processed and/or accepted. If this is the case the ORGANISATION will contact you after you have made application to organize a suitable time with you to undertake the LLN test.

**Level of education**

<b>Highest level of schooling COMPLETED</b>					
<input type="checkbox"/>	Never Attended school	<input type="checkbox"/>	Completed Year 10 or Equivalent		
<input type="checkbox"/>	Year 8 or below	<input type="checkbox"/>	Completed Year 11 or Equivalent		
<input type="checkbox"/>	Completed Year 9 or Equivalent	<input type="checkbox"/>	Completed Year 12 or Equivalent		
Year of completion:					
Are you still attending Secondary School? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you successfully completed any of the following qualifications?					
<input type="checkbox"/>	Bachelor’s degree or Higher Degree	<input type="checkbox"/>	Advanced Diploma or Associate Degree		
<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	Diploma (or Associate Diploma)		
<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	Certificate II		
<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	Certificates other than above		
Any other qualifications achieved:					
	Qualification		Year		Institute/country

**Previous Qualifications Achieved**

Have you successfully completed any of the following qualifications?
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<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate IV or <input type="checkbox"/> Advanced Certificate/Technician)
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate 1	<input type="checkbox"/> Certificates other than above

(Please provide details and certified copies of completed certificates)

Other Qualifications	Year	Location

#### Employment Status

<input type="checkbox"/> Full-Time Employee	<input type="checkbox"/> Employed – Unpaid Worker in Family Business
<input type="checkbox"/> Part-Time Employee	<input type="checkbox"/> Unemployed – Seeking Full-Time Work
<input type="checkbox"/> Self-Employed (Not Employing Others)	<input type="checkbox"/> Unemployed – Seeking Part-Time Work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not Employed – Not Seeking Employment

#### Industry of your current Employer, if applicable (Tick ONE box only)

<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Mining
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Electricity, Gas, Water and Waste Services
<input type="checkbox"/> Construction	<input type="checkbox"/> Wholesale Trade
<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Accommodation and Food Services
<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Information Media and telecommunications
<input type="checkbox"/> Financial and Insurance Services	<input type="checkbox"/> Rental, Hiring and real Estate Services
<input type="checkbox"/> Professional, Scientific and Technical Services	<input type="checkbox"/> Administrative and Support Services
<input type="checkbox"/> Public Administration and Safety	<input type="checkbox"/> Education and Training

<input type="checkbox"/>	Health Care and Social Assistance	<input type="checkbox"/>	Arts and recreation Services
<input type="checkbox"/>	Other Services		

**Current occupation, if applicable (Tick ONE box only)**

<input type="checkbox"/>	Manager	<input type="checkbox"/>	Professional
<input type="checkbox"/>	Technicians and Trade Worker	<input type="checkbox"/>	Community and Personal Service Worker
<input type="checkbox"/>	Clerical and Administrative Worker	<input type="checkbox"/>	Sales Worker
<input type="checkbox"/>	Machinery Operators and Drivers	<input type="checkbox"/>	Labourers
<input type="checkbox"/>	Other	<input type="checkbox"/>	

**Job Network (if applicable)**

<b>Job Network Name</b>	
<b>Contact Person</b>	
<b>Phone Number</b>	

**Centrelink Reference (if applicable):**

<b>Job Seek ID</b>	
<b>Centrelink Reference Number</b>	
<b>Centrelink Reference Number Expiry Date</b>	

**Safety Induction**

<b>While training on an OnRoad OffRoad Site</b>
I must wear Hi Vis clothing/vest at all times
I must stick to the walkways at all times
I must stay alert and give way to moving vehicles and mobile plant at all times
I am not permitted to smoke anywhere on site
In case of an emergency, I must follow the direction of the Trainer and Assessor
I must report incidents/injuries/hazards/near misses to the Trainer and Assessor
I must view the evacuation plan and I know where the Assembly area is

## Declaration

- I have read, understood, and completed the above information correctly.
- I acknowledge that providing false information and/or failing to disclose any information relevant to my application for enrolment and /or failure to complete an application for enrolment form may result in the withdrawal of any offer.
- I understand that it is my responsibility when requested to provide all relevant and required documentation to verify application details.

If my application is accepted:

- I understand that I will receive a letter of offer outlining the fees required and the due payment date(s). I have the financial capacity to meet tuition fees and agree to pay fees as they become due.
- I understand that all training materials that I am provided to complete for any course with OnRoad OffRoad Training remains the property of OnRoad OffRoad Training and must not be copied, shared or distributed and must only be used for my personal use.
- I acknowledge and accept that during my study or during activity programs, I may be photographed, videotaped or audio taped, and I hereby grant the ORGANISATION unrestricted and non-expiring permission and all rights to use or license such media for any advertising or promotional purposes that the ORGANISATION may deem appropriate, without any compensation whatsoever.
- I declare that I will disclose to the ORGANISATION any contagious medical condition that I might contract prior to or during my stay at the ORGANISATION and I agree to disclose any pre-existing medical or health condition that may require ongoing or intermittent medical attention or that may affect my ability to fully participate in either classroom or activity programs. I hereby authorise any doctor or medical facility to provide treatment to me if I am injured or ill, whether I can provide consent or not.
- I agree and acknowledge that the ORGANISATION may collect and retain personal information including medical information as a result of this application and/or my time at the ORGANISATION and acknowledge that this information will only be used in the course of the provision of educational, ancillary and medical services either directly or indirectly and for no other purposes and that I have read, understood and agree to the [VET Data Policy](#)<sup>1</sup>.

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<sup>1</sup> <https://www.dese.gov.au/national-vet-data/national-vet-data-policy>



- I agree to comply with OnRoad OffRoad Training's COVID-19 policy and procedures at all times, and seek a COVID-19 test if required by OnRoad OffRoad Training.
- I agree to undergo random drug and alcohol testing, if required.
- I understand that information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and, if relevant, the Tuition Protection Scheme. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.
- I understand that any audio and/or video recording by any third parties, including myself, of any training, assessment or other activities performed by, or associated with OnRoad OffRoad Training is prohibited by OnRoad OffRoad Training, and may result in the termination of training and assessment.
- I declare that I have read and understood the information above and that all the information provided is correct and truthful.

<b>Full Name:</b>	
<b>Signature</b>	
<b>Date:</b>	

**Note**

If your enrolment application is accepted you will receive a formal letter of offer from the ORGANISATION offering you a place in the program and providing further information about the program and our organisation. You will be required to return the signed letter of offer together with the fee payment as detailed in the offer and any further enrolment information as requested .

## Privacy Notice

*The Privacy Notice at Schedule 1 of the [National VET Data Policy](#) sets out privacy information a student needs to know before they enrol with a registered training Organisation (ORGANISATION). The ORGANISATION is responsible for providing this Privacy Notice to students, usually as part of the enrolment process.*

*The Privacy Notice explains how personal information provided by the student may be collected, held, used or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.*

*The Privacy Notice also makes it clear that the Notice is in addition to any other specific requirements ORGANISATIONS are obligated to provide to their students, for example, under state or territory privacy laws.*

*The following is minimum mandatory content for inclusion in a Privacy Notice.*

Under the Data Provision Requirements 2012, [insert ORGANISATION name] is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by [insert ORGANISATION name] for statistical, administrative, regulatory and research purposes. [insert ORGANISATION name] may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating ORGANISATION student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER



employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).